

# USE & OCCUPANCY PERMIT APPLICATION

In accordance with Chapter 5, Article I, and  
Chapter 24 of the City Code

Note: Two sets of floor plans may be required to be submitted  
with this application, at the discretion of the Code Official.

Application #	_____
Date:	_____
Approvals:	
Code	_____ Date _____
Zoning	_____ Date _____
Fees:	
Total Fee	_____
Application Fee	_____
Amount Due	_____

**All information requested in this application must be answered completely.**

## 1. SUBJECT PROPERTY

Street Address \_\_\_\_\_ Suite No. \_\_\_\_\_  
Floor No. \_\_\_\_\_

## 2. APPLICANT

Name \_\_\_\_\_  
Street Address \_\_\_\_\_ Suite No. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephones: Work \_\_\_\_\_ Home \_\_\_\_\_

## 3. BUSINESS OWNER/OCCUPANT

Business Name \_\_\_\_\_  
Business Owner's Name \_\_\_\_\_  
Business Owner's Address \_\_\_\_\_ Suite No. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephones: Work \_\_\_\_\_ Home \_\_\_\_\_

## 4. DESCRIPTION

Describe the use of the business (i.e. business, restaurant, theater, church, retail store, mechanical shop, daycare, etc.):

Change of use: ☐ YES ☐ No

Former use \_\_\_\_\_

Proposed use \_\_\_\_\_

## 5. PROJECT DETAIL INFORMATION

Hotel/Motel/Apartment: ☐ YES ☐ No Total area occupied by tenant in square feet \_\_\_\_\_  
Automatic sprinkler system: ☐ YES ☐ No Number of stories/floors occupied by tenant \_\_\_\_\_

I hereby certify that I have read and examined this application and that all statements are true and correct; furthermore, I certify that I am the Owner or Lessee of the property, or Agent of either, or the licensed Engineer or Architect employed in connection with the proposed work and that the proposed work is authorized by the Owner in fee and I am authorized to make such application.

Applicant's Name (please print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Daytime Telephone \_\_\_\_\_